

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> MAINTENANCE WORKER - Roads	<b>Date:</b> 12/1698	
<b>Position Level:</b> 4	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 4-10

### GENERAL DESCRIPTION

Primary function is to operate various types of maintenance equipment and assist in the day-to-day operations of the maintenance and repair of County roads.

### KEY RESPONSIBILITIES

1. Remove deteriorated concrete from existing bridge structures using jack hammer. \*
2. Finish concrete by hand, treat rusted reinforcing steel. \*
3. Set up and prep equipment, boat, air compressor, air tools, power tools, and traffic safety equipment. \*
4. Complete form work, paint or treat finished concrete, replace expansion joints.
5. Trims trees and bushes. \*
6. Assists in the maintenance of equipment (air in tires, fueling, etc.).
7. Replace and install signs.
8. Mows grass along roadways.\*
9. Completes road maintenance.
10. Drives trucks and operates equipment.\*
11. Completes paperwork as needed.
12. Installs and maintains culverts, drainage structures and erosion control.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> MAINT WORKER - Roads	<b>Class Code:</b> 4-10	<b>Position Level:</b> 4
---	-------------------------	--------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours, pending disaster.
<i>Other:</i>	Requires Commercial Drivers License (Class "B" or above). THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_